

CARLISLE AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: USE OF VIDEO MONITORING
EQUIPMENT

ADOPTED: January 21, 2016

820. USE OF VIDEO MONITORING EQUIPMENT	
1. Purpose	<p>Protecting the safety of students, staff and others on school buses and school property is a paramount concern to the Carlisle Area School District. Safeguarding school property and maintaining student discipline are also very important goals.</p> <p>To help achieve these objectives, the School Board authorizes the use of video monitoring equipment in school buses, and in public areas on school property.</p> <p>The equipment will be installed in conspicuous locations, to enhance the deterrence of improper conduct, and to alleviate any concern about lack of knowledge of monitoring. The goal in monitoring is to ensure safety and protect property, without invading privacy.</p>
2. Authority	<p>This policy is approved in accordance with authority of the School Board and designated school administrators and employees pursuant to Sections 510, 511, 1317 and 1318 of the School Code.</p> <p>SC 510 Title 22 Sec. 12.3</p>
3. Definitions	<p>Video monitoring equipment means equipment with video recording capabilities, which is permanently or temporarily affixed at a particular location in a school bus, school building or on school property pursuant to this policy and at the direction of the Superintendent or designee.</p> <p>Public areas mean all areas of school buildings and grounds other than restrooms, locker rooms, nurses' offices, counseling rooms, and areas designated primarily for staff use.</p> <p>School bus means any motor vehicle used by the school district to transport students to or from school or school-sponsored activities.</p>
4. Guidelines	<p>The School Board authorizes use of video monitoring equipment in school buses that</p>

<p>5. Delegation of Responsibility</p>	<p>transport students and in public areas on school property. Video monitoring equipment shall be located in a visible location.</p> <p>Images recorded by video monitoring equipment may be used as evidence in disciplinary proceedings conducted by the school district. Such information also may be shared with law enforcement officials, if school officials reasonably believe that it constitutes evidence of a crime and after consultation with the District Solicitor, and consistent with applicable law.</p> <p>The Superintendent or designee shall notify students, parents/guardians, staff, visitors, and others whose actions or oral communications may be recorded that the school district is using video monitoring equipment. This may include the following or other notices to the extent deemed appropriate by the Superintendent or designee:</p> <ol style="list-style-type: none">1. Notice posted prominently at entrances to school buses and in common areas on school property where monitoring may occur.2. Notice in student and staff handbooks.3. Publication on the District website. <p>The Superintendent or designee shall take the following precautions with respect to the review, copying or distribution of the video recording:</p> <ol style="list-style-type: none">1. The digital recordings should not be reviewed, copied or distributed except as reasonably necessary to implement the school safety and discipline program.2. The digital recordings should be reviewed by or distributed to only the following persons:<ol style="list-style-type: none">a. District staff and administrators participating in investigation or evaluation of an incident to the extent deemed appropriate by the Superintendent or designee;b. Those providing professional guidance or legal advice to the school district or to the subject of an investigation or evaluation to the extent deemed appropriate by the Superintendent or designee;c. Those involved in a hearing or legal proceeding relating to matters recorded, consistent with applicable law and disclosure of information shall be consistent with federal and state laws such as the Family Educational Rights and Privacy Act (FERPA).3. Anyone who reviews or is provided a digital recording must keep the contents confidential, except as required in connection with school district or law
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	<p>enforcement action relating to matters recorded.</p> <p>The Superintendent or designee shall establish administrative guidelines to include the following but not limited to:</p> <ol style="list-style-type: none">1. Individuals responsible for installation, removal and review of digital recordings;2. A schedule for inspecting the operation of equipment.3. Storage and safekeeping of digital recordings before they are erased, including any digital recording used in connection with a legal or administrative proceeding or needed as part of an official school record.4. Making a record of anyone who reviews any digital recording. <p>References:</p> <p>School Coe- 24 P.S Sec. 510</p> <p>Family Educational Rights and Privacy Act</p>
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